

## Department of Mathematics

### Graduate Student Travel/Research Grant Application Instructions

Graduate students enrolled in the PhD program are eligible for travel funding of up to \$1,000 each year from either faculty grants or the department travel grant. The Travel Grant funds are intended for academic travel only and may not be combined with expenses for another purpose.

#### Before you travel

- Discuss the academic nature of the travel with your advisor or the director of graduate studies.
- Complete the *Travel/Research Grant Application*. The writeable PDF application is available on the department web page under the **admin** tab in the graduate student forms section at [http://math.harvard.edu/admin/GradTravel\\_2017.pdf](http://math.harvard.edu/admin/GradTravel_2017.pdf). Paper copies are available in the wooden information box across from Room 331.
- Include the date of the application, your HUID, name, address, and the information below.
  1. Dollar amount\* requested for the expenses you expect to submit for reimbursement.
  2. Name of the meeting, conference, or workshop. Please include both the name of the conference and the name of the sponsoring institution, organization, or university.
  3. Location of the conference: Include the city, state, and if international, the country.
  4. Dates of travel
  5. Detailed description of the purpose and the reason for the travel (learn about a subject, give a talk, present a paper--include the title).
  6. Sources of support for the trip—indicate sources of funding requested for the trip.
- **Attach a printout of the conference/workshop/meeting** that includes the conference name, the dates, and location with the application.
- **Obtain approval signature** from your advisor or the director of graduate studies (DGS), and *ask your advisor indicate if he or she has funding for graduate student travel*.
- **Submit** the approved *Travel/Research Grant Application* with the copy of the conference information and any prepaid receipts to the graduate program administrator **before** you travel.

#### Within 30 days after you complete your travel\*\*

- **Complete and sign** the Harvard *Non Employee Reimbursement Form*. A writable PDF of the form is available using the link below or on the department website in the Graduate student forms section. Paper copies are available in the info box across the hall from room 331. <http://math.harvard.edu/admin/GraduateNonEmployeeReimbursementForm.pdf>
- **Submit** the completed *Non Employee Reimbursement Form* along with your **receipts** and **itinerary** to the graduate program administrator.
- Original receipts may be computer printouts of airline ticket, but the **receipts must contain your name, the itinerary with dates of travel, payment information** (such as the last four digits of a credit card), **and the date of the payment**. If the receipt does not include payment information, you may submit a copy of your bank/credit card statement with the payment information, including last four digits of the account number, along with a missing receipt affidavit available at [http://math.harvard.edu/admin/missing\\_receipt.pdf](http://math.harvard.edu/admin/missing_receipt.pdf)
- For bus and train travel, both the **boarding passes** and **receipt** are required.

\* Please see the graduate program administrator to check balances in your account.

\*\* To guarantee timely processing of your reimbursement, you must submit the *Non-Employee Reimbursement* form within 30 days from the date you complete your trip.